

# **2 FAM 140**

## **SPECIAL EMBASSY PROGRAM (SEP)**

*(TL:GEN:296; 10-01-1999)*

### **2 FAM 141 Scope and Authority**

#### **2 FAM 141.1 Policy**

*(TL:GEN-296; 10-01-1999)*

a. It is Department of State policy to:

(1) Preclude growth at missions abroad where U.S. interests are limited;

(2) Permit missions with limited resources to concentrate on essential objectives by relieving them of lower priority, Washington, D.C. headquarters-imposed work requirements; and

(3) Simplify/streamline operations so that missions can operate more effectively and efficiently.

b. This policy is exercised through the Special Embassy Program (SEP).

#### **2 FAM 141.2 Responsibilities**

*(TL:GEN-296; 10-01-1999)*

Under the supervision of the Under Secretary for Management (M), the Office of Management Policy and Planning (M/P) has primary responsibility for policy formulation for the SEP. The implementation of policy changes also involves the regional bureaus and particularly the offices of their executive directors, who retain primary responsibility for all matters related to post management, operations, and funding.

#### **2 FAM 141.3 Definitions**

*(TL:GEN-296; 10-01-1999)*

**USDH** Direct-hire U.S. citizen.

## **2 FAM 141.5 Authorities**

*(TL:GEN-296; 10-01-1999)*

Section 103 (c) of the Omnibus Security and Anti-Terrorism Act of 1986 (Pub.L. 99-399) authorizes the Secretary of State to control staffing at posts.

## **2 FAM 142 INCLUSION CRITERIA**

*(TL:GEN-296; 10-01-1999)*

Embassies are automatically included in the SEP when U.S. citizen Direct-Hire (USDH) positions at post are 30 or fewer for all agencies or 15 or fewer USDH State positions. Posts lose their membership in SEP when they reach 35 USDH positions. Inclusion in the SEP does not involve a reduction in staff or budget.

## **2 FAM 143 GENERAL GUIDELINES**

### **2 FAM 143.1 Precluding Growth**

*(TL:GEN-296; 10-01-1999)*

a. The Secretary's authority to limit post size has been exercised to set position ceilings for SEP posts. The position ceiling is set at the number of USDH positions of record on the day the post enters the Program. For new posts, the USDH position ceiling is set at the time of formal SEP designation.

b. Requests for new positions can be initiated by a U.S. Government Agency or by the Chief of Mission (COM). When considering any increase to the number of USDH personnel, the COM must scrutinize the post's current staffing level to determine if any position offsets are possible. If offsets are possible, new positions may be approved solely on the basis of COM authority. It is important that the losing agency be consulted and that an agreement be reached with that agency before proceeding to add the requested new position.

c. If no offsets are found and the COM believes there are overriding considerations for establishing a new position, he or she should inform the Office of Management Policy and Planning (M/P) so the request may be reviewed by all parties concerned. The Under Secretary for Management (M), in consultation with the Secretary, as appropriate, will determine whether the request should be approved.

## **2 FAM 143.2 Workload Reduction**

*(TL:GEN-296; 10-01-1999)*

a. Various administrative and reporting requirements are eliminated or simplified for SEP posts.

b. A way of reducing workload for SEP posts is by screening action telegrams to these posts. All telegrams to SEP posts requiring reporting, surveys, studies, data collection, etc., must be cleared by M/P and that clearance indicated in the first paragraph of the tasking telegram. Without such clearance, SEP posts are not required to respond.

c. SEP posts can belong to either the Special Embassy Program collective or the ALDAC/ALLDP collective for the receipt of telegrams. The choice of collective is made by the Chief of Mission, with the concurrence of the regional bureau.

d. K TAGS Use: Drafters must include the "KSEP" TAGS with the appropriate subject TAGS on all telegrams dealing with Special Embassy Program issues.

e. Demarches going to Russian, Arabic, Spanish, and French-speaking Special Embassy Program posts are now translated in Washington, D.C. in A/OPR/LS.

## **2 FAM 144 SEP ASSIGNMENTS**

*(TL:GEN-296; 10-01-1999)*

Positions at SEP posts are to be filled on a priority basis beginning with the first part of the assignments cycle. PER makes every effort to limit staffing gaps between incumbents.

### **2 FAM 144.1 Deputy Chief of Mission (DCM) Positions**

*(TL:GEN-296; 10-01-1999)*

a. The second-ranking State officer at SEP embassies carries the title of DCM/SEP.

b. Officers assigned to DCM/SEP positions must expect to fulfill more basic reporting and/or administrative responsibilities than is usually the case with DCMs at larger posts.

c. To ensure that the broadest possible pool of qualified bidders is considered, the Department will consider stretch candidates for these jobs

throughout the assignment cycle. While preference is given to qualified at-grade candidates, there is no requirement to wait for stretch season to assign officers of other grades to these positions.

d. Because of the importance of the DCM/SEP positions and the significant opportunities they provide for career development, there is a special procedure for selecting officers for these positions. PER and the bureaus, in consultation with the ambassador, work together to build a short list of qualified candidates, from which the Director General makes the final choice.

e. The amenities normally associated with Deputy Chief of Mission positions do not apply to DCM/SEP positions.

## **2 FAM 145 THROUGH 149 UNASSIGNED**